

PLANNING & DEVELOPMENT DEPARTMENT
LAND USE REVIEW DIVISION



**TEMPORARY POLITICAL SIGN
REVOCABLE PERMIT APPLICATION**
for signs to be located in City's rights-of-way

Applicant: _____ Contact Name: _____

Telephone: _____ Fax: _____ E-mail: _____

Mailing Address: _____
Street City State Zip

Candidate or Ballot Issue to be promoted on sign: _____

FEES:

An application review fee will be required to accompany this application (checks payable to City of Colorado Springs). The fee schedule is as follows:

Temporary Political Sign Revocable Permit Application	\$ 40 per candidate
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Any sign to be placed within the right-of-way larger must have an approved revocable permit **prior** to placement of the sign. If the sign is not approved prior to placement, it may be removed without notice.

Applicant Authorization:

I (we) understand that if this Revocable Permit is granted by the Mayor or their designee, I (we) will be required to comply with all provisions in accord with the Use and Occupancy of Public Property in the Code of the City of Colorado Springs, 2001 as amended. I (we) agree to be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure. I (we) agree to indemnify and save harmless the City, its Enterprises and all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permittee's agents or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. I (we) agree to defend against any suit, action, or claim and pay any judgement with costs, which may be obtained against the City, its Enterprises, its officers, employees or agents growing out of the injury or damage. I (we) agree to maintain the permitted facilities throughout their operation and to provide location information of the permitted facilities as may be needed for future improvements.

Applicant Signature

Print Name

Date

APPLICATION FORM FOR POLITICAL SIGN REVOCABLE PERMIT, continued

SUBMITTAL REQUIREMENTS FOR SIGNS LARGER THAN SIX (6) SQ.FT. IN SIZE:

This application along with a site plan for the property showing the location of each proposed sign is required to be submitted to the City of Colorado Springs, Land Use Review Office located at 30 South Nevada Avenue, Suite 105, Colorado Springs, CO 80903. An application must be completed in full and accompanied by the following information:

SITE PLAN CONTENT REQUIREMENTS:

The Applicant is required to submit a completed site plan which contains all of the information set forth below:

APPLICANT

PLANNER

- | | | | |
|-------|----|---|-------|
| _____ | 1. | Name and dimension of the public rights-of-way to be used.
for sign placement. | _____ |
| _____ | 2. | Location, type, dimension and size of the proposed sign | _____ |
| _____ | 3. | Location of the public sidewalk, driving lanes, curbs, and any above
ground utility infrastructure in relation to the proposed sign. | _____ |
| _____ | 4. | Consent from the adjacent property owner where the sign will be located | _____ |

FORMAL REVIEW TIME PERIOD:

The administration review procedure for the initial permit submittal will take approximately one to two (1-2) days to complete. Any signs added after the initial permit issuance will take approximately one (1) day.

FINAL DISPOSTION:

APPROVAL:

After completion of the Revocable Permit review, the reviewing planning staff member will return one (1) copy of the approved site plan to the applicant.

DENIAL:

If this application is denied, the planning staff member will provide written notification to the applicant that will clearly specify all of the reasons for denial.

APPEALS:

The Administration decision of the planning staff member to approve or deny an application for a Revocable Permit may be appealed to the City Council within ten (10) days from the date of the administration decision. The appeal must be in writing and specify briefly the grounds for the appeal.

REVOCABLE PERMIT REVIEW CRITERIA:

Applications for a Revocable Permit must meet all of the criteria listed in the City code before an application can be approved by Land Use Review.

OFFICIAL CITY REVIEW/APPROVAL:

LAND USE REVIEW:

REPRESENTATIVE: _____ APPROVAL DENIAL DATE: _____

CONDITIONS/REASONS: _____
